

Digital Project Manager

London SE1

Who We Are

AVENIR GLOBAL ranks among the top 15 largest communication firms in the world. Head-quartered in Montreal, we are a global powerhouse of specialist communication firms, with offices in 23 locations across Canada, the U.S., Europe and the Middle East.

In Europe, AVENIR GLOBAL owns the London-based strategic communications consultancies Madano and Hanover, as well as healthcare specialists AXON Communications and healthcare creative agency Cherry.

This is an exciting time for us at AVENIR Global, as whilst our London brands are currently based in different offices, in May 2021, our London brands will be moving into one location, with a new office on London's Southbank which hosts spectacular views over the River Thames.

As part of our move, we are also looking to strengthen our Operations function, to ensure that we have best-in class support for our clients and teams and as such are looking for a Front of House Executive to join our team, initially on a six-month Fixed Term Contract (with the possibility of it becoming a permanent position).

Who we are looking for

We are looking for a bright, hardworking and enthusiastic Digital Project Manager with a minimum 3 years agency experience. The ideal candidate will have gained their experience from working in a busy agency environment, having worked on complex and innovative digital projects.

About the role

Working under the supervision of the Digital Project Lead, the Digital Project Manager will work closely with a multi-functional team of key stakeholders such as Digital Designers, Developers, Medical Editors, Creatives, Resource's planners and closely with the Account handling teams to ensure a complete, clear and shared understanding of the client and project requirements.

Experience/qualifications

- At least 3 years digital project management experience gained from working in a busy agency environment - integrated or digital
- A proven track record of successfully implementing digital projects (websites, applications, HTML banners, HTML emails, custom digital projects).
- Experience working in a medical communications agency or keen interest to work in the healthcare sector.
- Knowledge and or experience working with common enterprise content management systems, closed-loop marketing solutions and CRM platforms would be highly advantageous.

Specific responsibilities

- Scoping and planning:
 - Following and optimising processes and systems for effective project management as required per project and within the framework of the organisation's project delivery approach.
 - Driving the digital requirements gathering and scoping phases of small and medium to more complex Digital Projects: originate estimates, RASCIs and Statement of Works.
 - Developing, owning and updating detailed project documentation and action plans for the duration of each project as appropriate.
 - Developing and owning timelines, optimising where required and developing new timelines for any new phases/deliverables associated with projects using a variety of project management methodologies (including waterfall and Agile methodologies).
- Estimating workloads, budgets, and developing schedules:
 - Driving the requirements gathering and drafting of the functional and technical specifications.
 - Helping define product backlogs and coordinate sprint activities such as sprint planning, sprint retrospectives, daily Scrum meetings with both technical and creative delivery teams.
 - Capacity to plan ahead, work to deadlines and deliver within budget at high quality standard.
- Analysing project's risks:
 - Working towards resolving project issues.
 - Identifying and mitigating risks and managing scope change requests.
- Maintaining, managing, and delegating resources effectively
 - Scheduling internal resource, as and when required.
 - Ensuring that the project meets the quality standards expected by the client and his own organization.
 - Experience using Gantt charts software, Microsoft Teams, JIRA, and SharePoint.
 - Day to day production team contact, leading the execution of digital projects that have been planned and agreed in conjunction with the Account Handling teams.
 - Preparing and delivering weekly project reports.
 - Documenting, analysing and evaluating test results and bugs, track and manage bugs and work with development team and business to troubleshoot issues.

About you

You will have a great understanding and experience of the project life cycle from planning to deployment, along with a proven track record of dealing with multiple internal and external stakeholders with the ability to communicate effectively through multiple channels and across functions. In all the projects you manage you will strive to exceed the clients' expectations and motivate your team towards this goal too:

- Highly organized with great attention to detail with the ability to manage multiple tasks concurrently.
- Strategic and analytical thinker, not afraid to challenge and look for alternative approaches and solutions.
- Not afraid to think out of the box and present creative solutions when needed.
- Excellent communication skills with a clear and honest communication approach.
- A pro-active, team player who is passionate about all things digital.
- Ability to pick up new digital skills across a variety of platforms.
- Keen interest to deepen knowledge of digital production process.
- Proficiency with project management software.
- Have great attention to detail applied throughout the production process.

If you are interested in applying for this role, please send a copy of your CV to becky.law@cherrythinking.com